
Chapter 01: Secretary of State

Secretary of State**A010001 Secretary's Subject and Country Files**

Description: Background press briefings, briefing papers, chits, correspondence, drafts, memorandums, memorandums of conversation, notes, official-informal correspondence, reports, statements, summaries of discussion, telegrams, and other related documentation and material on the activities, interests, and responsibility of the Secretary of State.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 1

A010002 Secretary's Briefing Books

Description: Briefing books prepared for the Secretary's use on appearances before Congress, conferences, meetings, special issues, state visits, trips, and other related subjects.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 4

A010003 Secretary's Meetings File - Arrange chronologically

Description: Agendas, briefing materials, memorandums, memorandums of conversations, minutes, notes, readouts, reports, talking points, telegrams, and other related documentation on the meetings of the Secretary.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 5

A010004 Secretary's Policy Making Staff Meetings File

Description: Verbatim transcripts of meetings of the policy making staff of the Department.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 9

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A010005 Secretary's Schedules File

Description: Records of the Secretary's schedule covering telephone calls and meetings. This covers the full version and the public version.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 6

A010006 Secretary's Speeches, Statements, and Trips Files - Arrange by event, generally in chronological order

Description: Briefing materials, chits, communiques, correspondence, drafts, itineraries, memorandums, memorandums of conversation, notes, press releases, reports, speeches, statements, telegrams, and other related documentation and material on the preparations for the Secretary, the activities surrounding the Secretary, and the results of the Secretary's speeches, statements, and trips.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 3

A010007 Secretary's Telephone Calls File

Description: Notes and transcripts of telephone calls.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 7

A010008 Secretary's Miscellaneous Correspondence File

Description: Incoming and outgoing correspondence and memorandums on substantive U.S. foreign policy issues.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 8

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A010009 Secretary's Chronological File

Description: Chits, correspondence, briefing materials, official-informal correspondence, memorandums, memorandums of conversation, notes, reports, speeches, statements, telegrams, and other related documentation and material on the activities, interests, and responsibility of the Secretary of State. Arrange file chronologically; or arrange file by type of records thereunder chronologically.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-33, item 2

A010010a Declined Invitation Files - Arranged chronologically by the month in which the event is to take place.

Description: Consists of invitations to events not attended by the Secretary of State. Some files include a checklist of events the Secretary of State was invited to attend.

a. Official File.

Disposition: Retain for 2 months after the month in which the event takes place, then destroy.

DispAuthNo: N1-58-98-2, item 1a

A010010b Declined Invitation Files - Arranged chronologically by the month in which the event is to take place.

Description: Consists of invitations to events not attended by the Secretary of State. Some files also include a checklist of events the Secretary of State was invited to attend.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Delete when file copy is generated or when no longer needed for reference or updating.

DispAuthNo: N1-59-98-2, item 1b

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A010011a Event Files - Arranged chronologically by subject and country.

Description: Consists of activity sheets, briefing memorandums, testimonies, agendas and lists of participants for internal, press, and White House meetings; interviews; visits of high-ranking officials; and trips of the Secretary of State.

a. Official File.

Disposition: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to the Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-98-2, item 2a

A010011b Event Files - Arranged chronologically by subject and country.

Description: Consists of activity sheets, briefing memorandums, testimonies, agendas and lists of participants for internal, press, and White House meetings; interviews; visits of high-ranking officials; and trips of the Secretary of State.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Delete when file copy is generated or when no longer needed for reference or updating.

DispAuthNo: N1-59-98-2, item 2b
